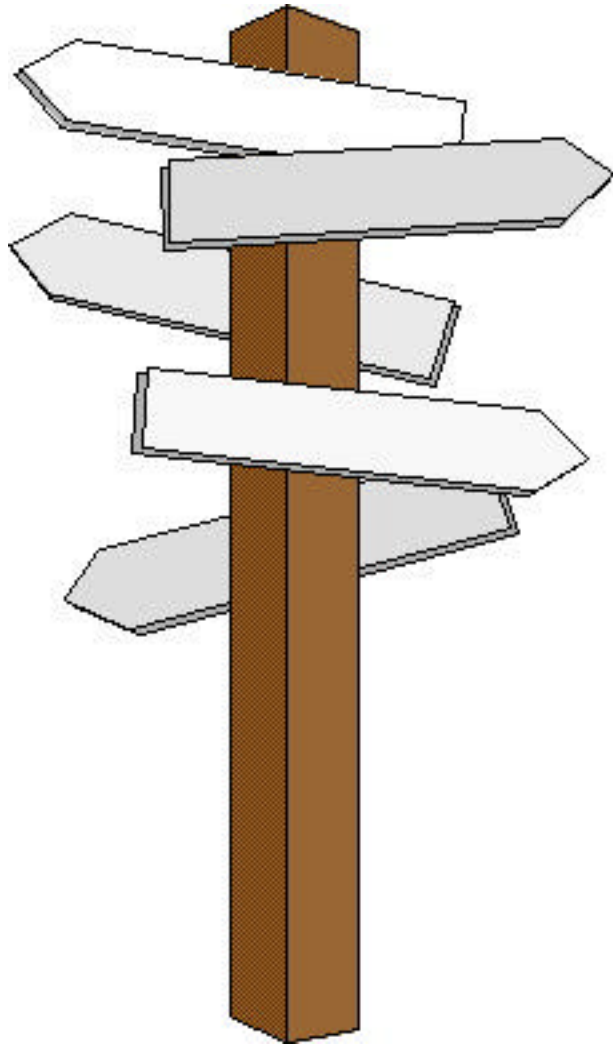# Seattle SPS Users Conference

Topic:

Where Do We Start?

Presented by:

Navy Public Works Center

Acquisition Group
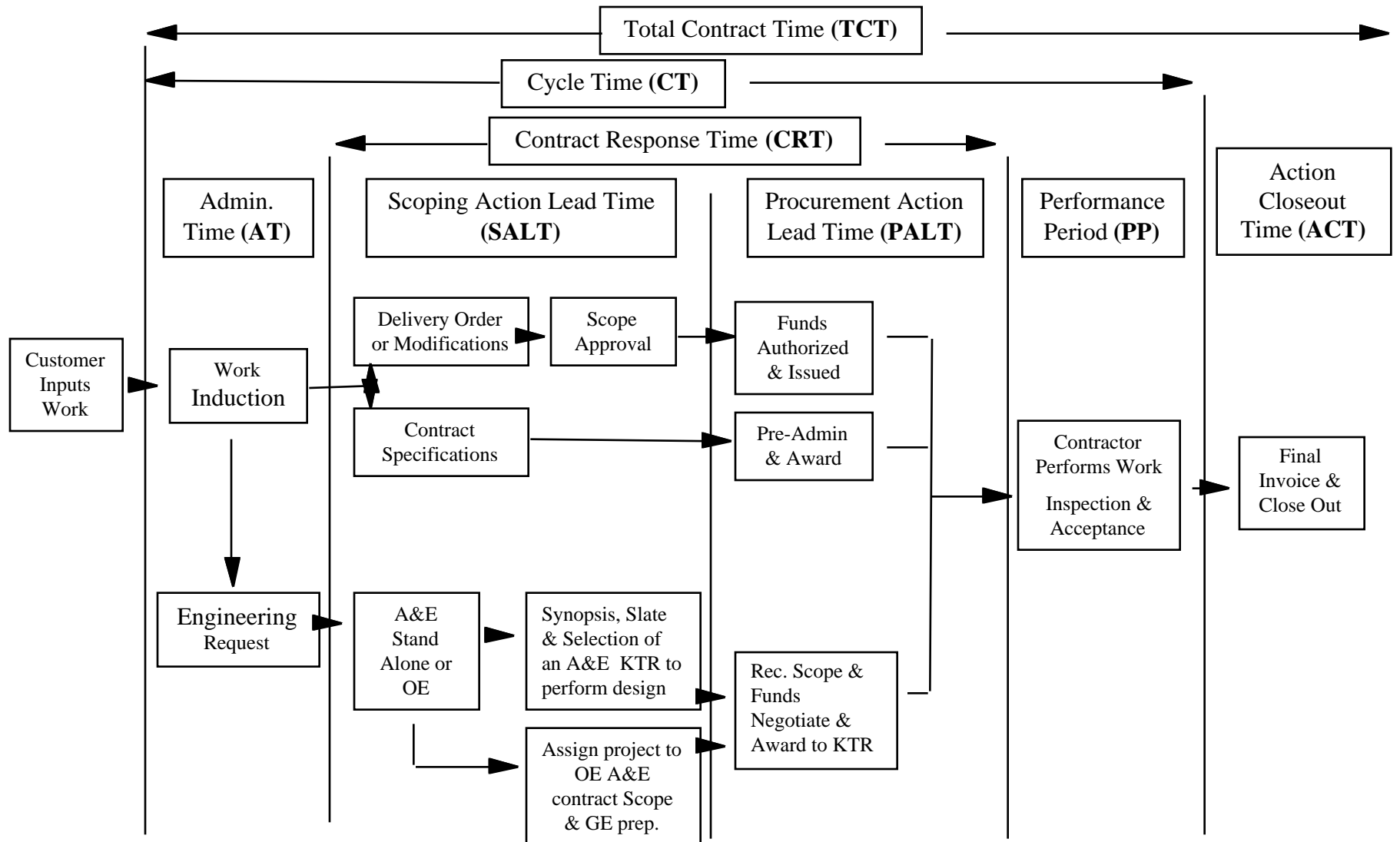
Code 40

Speaker: Bill Jackson

WHY PD2?

- Needed one system to replace several internal tracking systems
- System should be able to share information with other legacy system
- User friendly
- Must be Windows based and run with current environment
- Must be flexible to accommodate work flow
- Must have capability to collect performance measures

Pluses

- 0n-line forms
- EDI
- On-line FAR and DFAR
- Ability to use existing documents

Basic Procurement Workflow

Total Contract Time **(TCT)**

Cycle Time **(CT)**

Contract Response Time **(CRT)**

Admin. Time **(AT)**	Scoping Action Lead Time **(SALT)**	Procurement Action Lead Time **(PALT)**	Performance Period **(PP)**	Action Closeout Time **(ACT)**

Customer Inputs Work

Work Induction

Delivery Order or Modifications

Scope Approval

Funds Authorized & Issued

Contract Specifications

Pre-Admin & Award

Contractor Performs Work

Inspection & Acceptance

Final Invoice & Close Out

Engineering Request

A&E Stand Alone or OE

Synopsis, Slate & Selection of an A&E KTR to perform design

Rec. Scope & Funds Negotiate & Award to KTR

Assign project to OE A&E contract Scope & GE prep.

Where Did We Start…...

- **FOCUS Groups**

  Performed organization workflow analysis on ongoing procurement processes into PWC-Norfolk's day-to-day business operations by comparing "as-is" and "to-be," and identifying potential process improvements

-

  Focus group members had the authority to alter current processes to eliminate wasted effort.

  Groups concentrated on construction and service contracts. Areas of discussion focused on pre-award and post-award to include, acquisition planning, modifications and delivery orders.

Implementation

- ## Buy-in

  Focus groups came away with the knowledge that their model was the tool that would start the planned implementation of PD2. Changes to the process would take place "on the fly" and would be approved by the project officer and management.

- ## Hardware and Software

  All CPU's were replaced or upgraded to meet changing requirements.

  A server was purchased to hold our database and Detachment PWC Philadelphia, which we manage for them.

  The different versions of PD2 were beta testing prior to use.

  Originally PD2 used MS Sequel Server but converted to Sybase

*Implementation…..*continued

- ## Support Personnel

  Project Manager

  System Administrator

  Trainers and Functional Experts

  Help Desk Manager & Database Administrator

- ## Modify Workflow to Fit PD2

  Focus on the similarities of processes and modify them to the least amount of steps. Apply this modified process to the PD2 software and have functional experts work around the steps that just do not quite fit. The end product was the starting point for our go "live" date in June 1997.

Where We Are Today...

- ## Data migration

  Since contract actions were located in an array of applications, a determination was made not to back load data. Target date for completion is March 1998.

- ## "Fully Operational" in Pre and Post- Award

  All non-awarded solicitations have been loaded and all new actions are being processed in PD2.

- ## Help Desk Support

  A newsletter is published to ensure PD2 users continue to receive the latest information as new enhancements and "work arounds" to problem issues.

*Where Are We Today….*continued

- ## Help Desk Support….*continued*

  A Help Desk Guide was published as an aid to the user on how the system fits into our way we do business today. Is a "living document" and it is updated as we find new or improved ways of doing business or when application "logic" changes.

- ## Legacy Systems…

  Connecting PD2 to MAXIMO (Project Management) and to DWAS COTS (Financial System)

Our Future Look.....

- *Implementation Service*

- *Centralized Help Desk Service*

- *Database Management Service*

- *Report Development Service*

Lessons Learned…

- **Buy-in by employees is a "must have"**

- **Business changes will occur so adapt to it**

- **Sing from the same sheet of music**

- **Help Desk and DBA in place before functionality**

- **Meet with users periodically to address problems**

- **Train users on new releases or modified workflows**

- **Monitor user input to ensure for accurate data**

- **Have contingency plan in case of problem**

- **Think positive and keep smiling**

Questions?